

WebTADS Benefits

- Internet accessible from any location.
- Comp Time, Overtime and Leave requests submitted electronically.
- Prior Pay Period Adjustment (PPPA) request capability online.
- Online support/FAQ resource.
- Macintosh and personal computers (PCs) supported.
- Ability to write remarks/comments to the timesheet.
- POCs and Approvers can change employee work schedules and tour types within the system.
- Ability to view entire pay period on one screen.
- Ability to request overtime up to six pay periods in advance.
- Ability to request leave up to 12 months in advance.
- Offers personalized leave balance information.
- Based on tour type, automatically indicates necessary hours per day.
- Displays total time per week entered for each WBS.

Need assistance?

Contact your IFM Help Desk!

Monday - Friday, 8 a.m. - 5 p.m.

Phone: 281-483-9999

Email: ifmp@ems.jsc.nasa.gov



Errors and Warnings

Errors indicate that the time and attendance posting has not been completed for the pay period. Errors are denoted by a stick of dynamite icon located at the top of the timesheet. The actual error messages are located at the bottom of the timesheet.

Critical Errors indicate information on the timesheet does not comply with an Agency Standard(s). Critical errors are located at the top of the timesheet.

Warnings indicate a minor discrepancy has occurred on the timesheet. The employee and approver should review the information before it is approved. Warnings are located on the top of the timesheet.

Common User Mistakes

- Not resolving all Error or Warning messages on the top and bottom of the timesheet before submitting the timesheet for approval at the end of the pay period.
- Forgetting to Click "Submit" when changing employee personal information.
- Forgetting to enter comments for overtime, comp time, leave requests, and prior pay period adjustments.
- Not entering daily time in accordance with assigned work schedule (part-time and standard tour employees).
- Not entering time in the specified decimals (error example: entering 1:30 instead of the decimal increment 1.5).
- Deleting codes from the timesheet that you want to automatically populate the next pay period's timesheet.
- Searching for TLC account code keys, which do not exist in WebTADS.
- Entering time against improper project codes.
- Forgetting to Click "Update" or press "Enter" on the keyboard to save the timesheet.



One NASA One System

*Quick
Reference
Guide
for
Employees*

Quick Reference Guide for Employees

Logging In

1. Open Internet Explorer.
2. Type in the following URL:
<https://webtads.nasa.gov/7200>
3. Select "JSC" from the list of Centers.
4. The next screen will ask you to type in your "User ID" (JSU #).
5. On first-time login, you will be required to change your password:
 - eight characters (minimum)
 - must include three of the following four characters: uppercase, lowercase, special, and numeric (Example: BLRac#86)
6. After entering your password, click "Login."

Entering Time



1. Log in.
2. In the green "Project" box, click the filing cabinet icon or "Add."
3. From the "Add Projects" screen, select the appropriate project code and associated hour type for your timesheet.
4. Click "Add Project."
5. Repeat this step as necessary for each project code needed.
6. If you will be taking leave this pay period, click the appropriate Leave or Special Hour type from the drop-down menu.
7. Click "Add Leave."
8. Click "My Timesheet" at the top of the screen. Your labor and/or leave codes have been applied to your timesheet.
9. Enter the hours worked for today.
10. Click "Update" or press "Enter" on the keyboard to save your timesheet data.
Your time is now recorded!
11. Be sure to access WebTADS daily to enter your time.

Entering a Leave Request



On the "My Timesheet" page:

1. Click the "Leave Balance" link (top right-hand corner under words, "Tour of Duty") to check your leave balance.
2. Click on the "Leave Planner" link (Palm Tree or third icon from the right).
3. Click the "New Leave Request" link (top right-hand corner of screen).
4. Enter your leave request information.

Entering an Overtime Request



On the "My Timesheet" page:

1. Click the "Overtime Request" icon.
2. Click on the "New Request" button.
3. Select your approver.
4. Select the pay period to which the Overtime Request applies.
5. Enter your overtime hours in the appropriate "Hour Type" box.
6. Enter a comment in the "Comment" box (mandatory for overtime requests).
7. Click either the "Save for Later" or the "Submit for Approval" button.

Adjusting a Prior Pay Period



On the "My Timesheet" page:

1. Click the "Calendar" icon.
2. Locate the section called "PPPA - I want to make an adjustment to a previous timesheet."
3. Enter the pay period date (or use the calendar).
4. Click the "Click Here To Make an Adjustment" link.
5. Adjust the time, as necessary.
6. Enter a comment in the "Comment" box (mandatory for prior period adjustments).
7. Click the "Update" button.
8. Click on the "Home" (House) icon to return to the current pay period.



Online Support is located at the top of the screen after login. Online Support will answer many questions you might have after accessing WebTADS.

Helpful Hints

1. Click "Update" or press "Enter" on the keyboard to save your timesheet data.
2. Your JSU # is your User ID.
3. Internet Explorer 6.0 or higher is the required browser.
4. Remember—your timesheet will provide you with your previously used project codes, which can be used as a quick pick list.
5. Time will now be recorded in quarter-hour increments (.25 = 15 minutes, .75 = 45 minutes).
6. Contact your [IFM Help Desk at x39999](#) if your data is inaccurate, (i.e., tour type) or you need assistance completing your time and attendance.